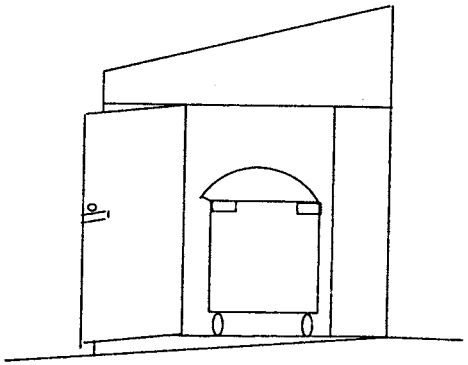
Assessment checklist for pushing and pulling – Worked example

Health and Safety Executive

Section A: Preliminary

Task name: *Collecting bins* Task description: *Collecting waste paper from computer company using industrial refuse bins* Load weight: *Can exceed 100 kg* Frequency of operation: *1 push/pull every 5–10 mins* Push/pull distances: *Between 2–15 m depending on the location of the vehicle* Are other push/pull tasks carried out by these operators? *No* Assessment discussed with employees/safety representatives: *Yes*	Is an assessment needed? (An assessment will be needed if there is a potential risk of injury, eg if the task falls outside the guidelines in the L23 Appendix.) (Yes)/No* **If 'Yes' continue. If 'No' the assessment need go no further.** *Circle as appropriate

Operations covered by this assessment (detailed description): *Operator leaves vehicle and walks to bin storage area. Operator must then pull fully laden bin from storage area and push/pull load around vehicles parked in car park outside storage area. Once contents have been removed, bin is pushed/pulled back into storage area.* Locations: *Storage bin area* Personnel involved: *One operator* Date of assessment: *23 Jan 2015*	Diagrams (other information including existing control measures): 

Overall assessment of the risk of injury? *Circle as appropriate Make your overall assessment **after** you have completed Section B.	Low/(Medium)/High*

Section B: Pushing and pulling – More detailed assessment, where necessary

Questions to consider:	If 'Yes', tick appropriate level of risk				Problems occurring from the task. (Make rough notes in this column in preparation for the possible remedial action to be taken.)	Possible remedial action, eg changes that need to be made to the task, load, working environment etc. Who needs to be involved in implementing the changes?
	Low	Med	High	N/A		
Do **the tasks** involve:						
■ high initial forces to get the load moving?			✓		1 *Initially the wheels are often difficult to move as they may be inappropriately aligned, the refuse bin may have been unattended for some time, and debris builds up around wheels.*	*Remind operators to check position and alignment of wheels, and whether there is debris or obstructions which may inhibit their movement. Assess suitability of bin/wheels for the type of location. Inform customers.*
■ high forces to keep the load in motion?		✓				
■ sudden movements to start, stop or manoeuvre the load?			✓			
■ twisting/manoeuvring of the load into position or around obstacles?			✓			
■ one-handed operations?	✓					
■ the hands below the waist or above shoulder height?	✓				2 *Close parking of cars near refuse bins and restricted space in storage areas leads to pushing/pulling with twisted postures.*	*Remind operators of importance of clearing suitable path for bin. Review instructions and training on manual handling techniques.*
■ movement at high speed?	✓					
■ movement over long distances?			✓			
■ repetitive pushing/pulling?		✓				
The **load or object** to be moved:						
■ does it lack good handholds?		✓			3 *Difficulties of parking the collection vehicle close to refuse bins.*	*Review scheduling of collection rounds and information supplied to customers on the positioning of bins.*
■ is it unstable/unpredictable?		✓				
■ is it sharp/hot?				✓	4 *Bins are often overfilled. Compact/dense material (eg computer paper) leads to heavy loads.*	*Discuss with customers the reasons for bins being overfilled and examine feasibility of providing additional bins.*
■ is vision over/around it restricted?		✓				
If on wheels/castors, are they:						
■ unsuitable for the type of load?	✓				5 *Overfilled bins can restrict visibility.*	*Instruct operators to remove excess contents (but warn not to lift awkward or heavy objects) and/or seek assistance when moving bins.*
■ unsuitable for the floor surface/work environment?	✓					
■ difficult to steer?			✓			
■ easily damaged or defective?		✓				
■ without brakes or difficult to stop?		✓			6 *The four swivel castors make the bin difficult to handle on sloping ground and when moving over long distances.*	*Review the suitability and practicality of fitting castors with a swivel locking mechanism. Assess design of bins/ handles/wheel brakes. Ensure handle heights are appropriate.*
■ with brakes, but the brakes are poor/ineffective?				✓		
■ without a planned inspection and maintenance regime based on a frequency that keeps them in working order?		✓				

Section B: Pushing and pulling – More detailed assessment, where necessary

Questions to consider:	If 'Yes', tick appropriate level of risk				Problems occurring from the task. (Make rough notes in this column in preparation for the possible remedial action to be taken.)	Possible remedial action, eg changes that need to be made to the task, load, working environment etc. Who needs to be involved in implementing the changes?
	Low	Med	High	N/A		
Consider **the working environment** Are there:						
■ constraints on body posture/ positioning?		✓			*7 Storage areas, waste material and obstructions often inhibit the ease with which the bin can be moved.*	*Review storage area facilities to ensure clear access to bins during pickups.*
■ confined spaces/narrow doorways?		✓				
■ surfaces or edges to cause cuts/ abrasions/burns to hands or body?		✓				
■ rutted/damaged/slippery floors?		✓			*8 A marked step between doorway frame and the ground outside the store room. Terrain uneven and noticeable camber.*	*Make customers aware of difficulties and seek to improve access, particularly outside the store room.*
■ ramps/slopes/uneven surfaces?			✓			
■ trapping or tripping hazards?		✓				
■ poor lighting conditions?		✓				
■ hot/cold/humid conditions?		✓			*9 Variable weather conditions and hazardous terrain. Special problems during snow/ice.*	*Ensure operators have appropriate footwear and protective equipment/ clothing, particularly for adverse weather conditions.*
■ strong air movements?		✓				
Consider **individual capability** Does the job:						
■ require unusual capability?		✓			*10 Those suffering from musculoskeletal and respiratory complaints are likely to encounter difficulties when they carry out the work.*	*Review training to ensure that operators are aware of the risks. Ensure employees are given suitable induction training and appropriate systems for reporting complaints are in place. Review procedures for return to work following health problems.*
■ pose a risk to those with a health problem or a physical or learning difficulty?			✓			
■ pose a risk to those who are pregnant?			✓			
■ pose a risk to new workers/young people?			✓			
■ require special information/training?		✓				

Section B: Pushing and pulling – More detailed assessment, where necessary

Questions to consider:	Yes/No	Problems occurring from the task. (Make rough notes in this column in preparation for the possible remedial action to be taken.)	Possible remedial action, eg changes that need to be made to the task, load, working environment etc. Who needs to be involved in implementing the changes?
Other factors to consider			
Equipment			
■ Is movement or posture hindered by clothing or personal protective equipment?	Yes/No		
■ Is there an absence of the correct/suitable PPE being worn?	Yes/No		
■ Are trolleys/carts/floor surfaces poorly maintained/cleaned/repaired?	Yes/No	*11 Refuse collectors have a tendency not to report problems.*	*Review reporting procedures to actively encourage the reporting of breakage/failure of refuse bins.*
■ Is there a lack of regular maintenance procedures for the equipment?	Yes/No	*12 When a problem is reported, it is not always apparent that action is taken.*	*Implement a formal method to document problems and review maintenance procedures.*
Work organisation			
■ Do workers feel that there has been a lack of consideration given to the planning and scheduling of tasks/rest breaks?	Yes/No		
■ Do workers feel that there is poor communication between users of equipment and others (eg managers, purchasers etc)?	Yes/No	*13 Refuse collectors feel that they are not consulted about good features of bin design that aid handling tasks.*	*Review procedures for facilitating discussions between user and equipment purchasers.*
■ Are there sudden changes in workload, or seasonal changes in volume without mechanisms for dealing with the change?	Yes/No		
■ Do workers feel they have not been given enough training and information to carry out the task successfully?	Yes/No		

Section C: Pushing and pulling – Remedial action to be taken

Remedial steps that should be taken, in order of priority:	Person responsible for implementing controls	Target implementation date	Completed Y/N
1 *Discuss and agree with customers improvements to ground directly outside storage area.*	*A N Onymous*	*20 Feb 2015*	*Yes*
2 *Discuss and agree with customers appropriate steps to prevent overfilling of bins – review its effectiveness.*	*A N Onymous*	*25 Feb 2015*	*Yes*
3 *Review storage facilities to improve ease of access to bins and discuss with customers arrangements for good housekeeping practices.*	*A N Onymous*	*28 Feb 2015*	*Yes*
4 *Operator to attend relevant manual handling training course.*	*A N Onymous*	*25 March 2015*	*Yes*
5 *Instigate a reporting procedure to encourage workers to report problems. Ensure that a system of work is in place to address and monitor these problems.*	*A N Onymous*	*30 March 2015*	*Yes*
6 *Review refuse bin design to ensure that it is most suited to customer needs and handling requirements, eg size and shape in view of waste contents, wheel/castor design characteristics. Seek funding to replace/modify bin design, if required.*	*A N Onymous*	*25 April 2015*	*Yes*
7 *Ensure the provision of suitable clothing and footwear.*	*A N Onymous*	*30 April 2015*	*Yes*
8			
9			
Date by which actions should be completed: *31 May 2015*			
Date for review of assessment: *15 December 2015*			
Assessor's name: *A N Onymous*	Signature: *A N Onymous*		

TAKE ACTION... AND CHECK THAT IT HAS THE DESIRED EFFECT